DD/R-1029-63

1 August 1963

MEMORANDUM FOR: Assistant Director for Special Activities
Assistant Director for ELINT
Acting Assistant Director for Research and
Development

SUBJECT: Unprogrammed/Unfunded Activities

1. The Agency has assumed a stringent hold-the-line attitude (the "line" being the FY 1963 levels) with respect to funds and people. In consequence, all office requests for increases in FY 1964 over FY 1963 levels have been reduced. Assuming that the individual DD/R office estimates for FY 1964 are essential to a sound program, we can only hope for relief sometime later in FY 1964 when developing circumstances might permit some increases. However, it is more than likely that we will have to live with the allowances given us in the beginning of the fiscal year.

2. It occurs to me that we "lose" the use of some of our funds and the "diversion" of the efforts of some part of our staffs throughout the year on tasks placed upon us by Agency top level decisions which, of course, could not be anticipated in developing our fiscal year estimates. A number of these unanticipated tasks throughout the year could account for substantial diminutions of money and people needed for "regular" program activities.

3. Should we at some future date want to turn to the Comptroller and the DDCI for restoration of reductions, it would be useful to have a factually documented record of instances where we have experienced unanticipated costs in money and people. Toward this end, it is proposed that each office maintain an appropriate record of unprogrammed tasks including a best estimate of costs in money and staff effort. Such records will be held in the offices concerned, will be reviewed at the determination of the DD/R, and will be available for submission to the DDCI, if and when necessary.

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Signed by
E. B. Giller
EDWARD B. GILLER
Acting Deputy Director
(Research)

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